

Open Office Suite

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Class Description

This class will demonstrate how to download and use the Open Office Suite of programs which include Writer (like MS Word), Calc (like MS Excel), and Impress (like MS Powerpoint).

About the class ..

Due to the many features of this suite of software and the brevity of this class, we will be going over only the basics of the 3 modules – Writer, Calc and Impress.

What is Open Office?

#1: Great Software

OpenOffice.org (OOo) is :

- The result of over twenty years' software engineering,
- A completely open development process means that anyone can report bugs, request new features, or enhance the software.

The result: OOo does everything you want your office software to do, the way you want it to.

#2: Easy to Use

OOo is easy to learn, and if you're already using another office software package, you'll take to OpenOffice.org 3 straight away.

And if you already have files from another office package - OOo will probably read them with no difficulty.

#3: IT IS FREE!

Best of all, OOo can be downloaded and used entirely free of any license fees.

How? OOo is released under an open license. This means you may use it for any purpose - domestic, commercial, educational, public administration.

You may install it on as many computers as you like. You may make copies and give them away to family, friends, students, employees - anyone you like.

How do you get it?

- Go to website openoffice.org and click on download
- A file will be saved to your computer, find it and double click.
- It will add the whole suite of programs to your All Programs list
- See Installation Handout

What is the “suite”

- Writer (Word processor like MS Word)
- Calc (Spreadsheet software like MS Excel)
- Impress (Presentation software like Powerpoint)
- Base (Database software like MS Access)
- Math – Create and edit scientific equations
- Draw (Drawing software similar to MS Draw)

Tutorials

- Tutorialsforopenoffice.org
- Openoffice.org
- Youtube.com and search open office tutorials